



VJTI MUMBAI

वीरमाता जिजाबाई तंत्रज्ञान संस्था
Veermata Jijabai Technological Institute
(Autonomous Institute of Govt. of Maharashtra)

H. R. Mahajani Road, Matunga (East), Mumbai - 400 019
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ADVERTISEMENT "APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS INTERNAL AUDITOR FOR FY 2026-27 IN VJTI"

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE, MATUNGA
MUMBAI-400019

Veermata Jijabai Technological Institute (VJTI-Mumbai) is an Academic Institute aided by State Government and imparting Technical Education since 1887. Institute needs to appoint an Internal Auditor for the FY 2026-27.

VJTI Accounts Section handles average of 500 to 600 bills per month which includes Purchase Bills, Sales Invoices, Salary Bills, Water Taxes, Property Taxes, Telephone Bills, Reimbursements, Advances and other miscellaneous bills.

For all these Financial Transactions related to VJTI, Internal Auditor is expected to provide following accounting services.

- 1) Ensuring applicable statutory compliances that are required to be followed by the Institute and they are compiled as per the prescribed rules and regulations. Any bills for the verification purpose with Internal Auditor should preferably reviewed within 24 Hours of presenting them to the Internal Audit team.
- 2) Reviewing, checking and submitting reconciled reports for all Bank Accounts of the Institute on monthly basis.
- 3) Reviewing and checking of reports for its correctness as per books of accounts maintained by the Institute.
- 4) Physical verification of fixed assets which are standing in books of accounts and highlighting the discrepancies in the process, if any.
- 5) Verification of statutory payments and returns like GST, Income Tax / TDS, PT etc.
- 6) Reviewing the Tally reports prepared by the Institute's management to be presented to the Board for its correctness as per books of accounts maintained by the Institute and compliance thereof.
- 7) Provide the Utilization Certificates and Statements of Expenditure, for the Grants received by the Institute.
- 8) Involvement of Internal Auditor is a must while Statutory Audit is carried out by the Institute's Statutory Auditor(s).
- 9) Suggesting improvements in internal control systems & financial procedures. General Advice relating to the matters of Accounting, Income Tax/TDS/Banking, General Accounting Procedures/Tally etc.
- 10) Ensuring compliance with provisions of the Income Tax Act applicable to charitable trusts.
- 11) Any other specific internal audit areas as may be decided in consultation with the management.

Signature



- Payment for the above services shall be done monthly, on pro rata basis, after receipt of Internal Audit Report for the month, by the VJTI.
 - An expression of interest (with quotation) for the annual contract along with required daily manpower is invited from Chartered Accountant Firms, preferably with following criteria:
 - A.) **Experience:** The Firm should have experience of at least Twelve (12) years from the date of registration of the firm.
 - B.) **Number of Partners:** The firm should have at least five (5) full time partners at the time of submission of quotation and at least three (3) should be fellow member.
 - C.) **Number of Internal Audit:** Minimum experience of 5 years in Internal Audit of Educational Institutions / Educational Trusts (Preference will be given to audit experience in Technical Education Institutes / Government Educational Institutes / Colleges of higher studies).
 - D.) **Annual Turnover of the Firm:** The annual average turnover of the firm shall not less than 5 Cr. For last three financial year.
 - E.) **Location of the CA Firms Office:** The firm should have the registered main office in Maharashtra, preferably in Mumbai or Mumbai suburban.
 - F.) **Manpower:**
Entity selected to carry out Internal Audit as mentioned herein shall depute/ assign persons fitting in to below mentioned criterion, for carrying out Internal Audit.
 - 1) Engagement Partner – A Chartered Accountant holding Certificate of Practice and having experience as mentioned above:
(1 Nos, visit in every 15 Days)
 - 2) Engagement Manager – Person having work experience of atleast 7 (Seven) years in educational institutes audit work. (Preferably a Chartered Accountant holding Certificate of Practice)
(1 Nos, 3 Days in a week)
 - 3) Engagement Assistants: 3 Nos, 5 Days a week (Monday to Friday)
(Assistants must be CA Article trainees possessing minimum 1 year of Articleship experience in Audit, Taxation, Vouching etc. and shall on demand, produce a copy of their registration certificate with the Institute of Chartered Accountants of India.)
- 12) A report of Internal Audit so conducted for each calendar month of the assignment period, shall be submitted in the printed form, to the office of the Director, VJTI, not later than the 10th day of the succeeding month.

- Last date of submitting quotation: 15th May, 2026 (Till 5 PM)
- The expression of Interest with quotation shall be submitted in sealed envelope on the following address:

The Director,
VJTI, Mumbai
H. R. Mahajani Road,
Near Five Gardens,
Matunga, Mumbai – 400019

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- Quotation shall be submitted with the Inward Section of the Institute.
- Please specify the Subject “**Appointment of Chartered Accountant Firm as Internal Auditor for 2026-27 in VJTI**” on the cover of the quotation.
- The shortlisted agency / firm may be called for discussion / interaction.
- The appointment of agency shall be extended subject to performance review by Institute.
- **The indicative fees for the above-mentioned work for the 12 months of the financial year 2026-27 will be Rs. 9 (Nine) Lakhs and will be negotiable during discussion / interaction with the selected entity/ firm.**
- Location: Single campus at Matunga
- Please refer the VJTI website to know more about the Institute (www.vjti.ac.in).



Registrar



Dy. Director



Director

